



**2019 CITY OF AUSTIN COMBINED CHARITIES CAMPAIGN
Special Events Money Cover Sheet**

Complete all information. Please PRINT clearly to reduce errors in processing
Cover Sheet total must equal money collected

**QUESTIONS? Please email COACCC Campaign Manager/Fiscal Agent
at coaccc@earthshare-texas.org.**

BOX 1:

Department: _____	Phone Number: _____
Email Address: _____	
Event Name: _____	

BOX 2:

Coordinator #1: _____	Date: _____	Initials: _____
Coordinator #2: _____	Date: _____	Initials: _____
Currency \$ _____	+ Coin \$ _____	+ Check \$ _____ = Total \$ _____

BOX 3: COACCC Manager Use Only

Campaign Manager/Representative Name: _____	Date: _____	
Currency \$ _____	+ Coin \$ _____	+ Check \$ _____ = Total \$ _____
Campaign Manager Initial: _____	Event Coordinator Initial: _____	

COACCC Manager Use Only:

Date Deposited: _____ Date Form/Deposit Slip faxed or e-mailed to COA Dept. _____

Entered By: _____ Date Entered: _____

CITY of AUSTIN COMBINED CHARITIES CAMPAIGN

See reverse side for "office hours" and location to drop off special events forms and money.

2019 Special Events Money Handling Procedures

Special events money is handled separately, with a special cover sheet for tracking and verifying special events money (found on reverse side).

QUESTIONS? Please call your campaign managers at (512) 469-5989 or email at coacc@earthshare-texas.org

Money handlers or Special Event Coordinators: (minimum of 2 people with money always)

- Collect money at special event
- Fill in Special Event, Department/Division and Event Date on the Special Events Money Cover Sheet (Box 1)
- Separate and total currency, coins and checks
- Record names, date, the amount of currency, coins, checks and the total amount on the Special Events Money Cover Sheet (Box 2)
- Both Special Events Coordinators verify total amount by initialing space in Box 2
- The Campaign Manager will hold regular “office hours” throughout the campaign to facilitate drop-off of funds. Take this form and the event funds to:
 - Human Resources’ Small Conference Room A on the 6th floor of One Texas Center (505 Barton Springs), from **9 a.m. to 3:30 p.m. Thursdays Oct.10 through Nov. 7**
 - While you are waiting for “office hours,” funds should be securely held in a locked file cabinet or desk drawer to prevent loss. If there are questions, please see the City’s Cash Handling Policy (<http://cityspace.ci.austin.tx.us/departments/hrm/policies-procedures/bulletins/92-02.pdf>)
- Any special event money received after November 30th of the current campaign year will be accounted for in the subsequent campaign year.

Campaign Manager and Department Coordinators:

- Campaign manager or representative verifies total with Department Financial Staff Coordinators by signing and dating the form. Both initial on spaces provided (Box 3)

Campaign Manager:

- Fill out “COACCC Manager Use Only” box
- Deposit money in COACCC Bank Account.
- Email completed cover sheet and copy of deposit slip to Department Financial Staff or COACCC Department Coordinator.

*****PLEASE NOTE: You must fill out the Special Events Cover Sheet form for the special event money to be credited to your department*****